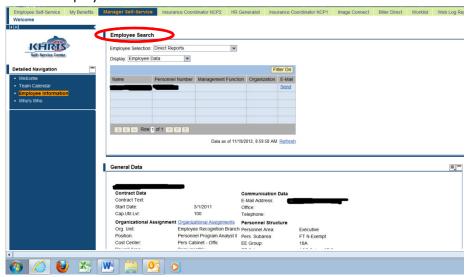
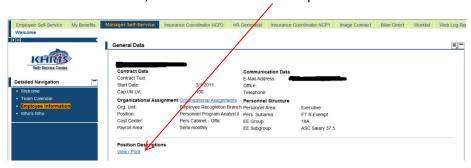
## MSS - View/Print Position Descriptions

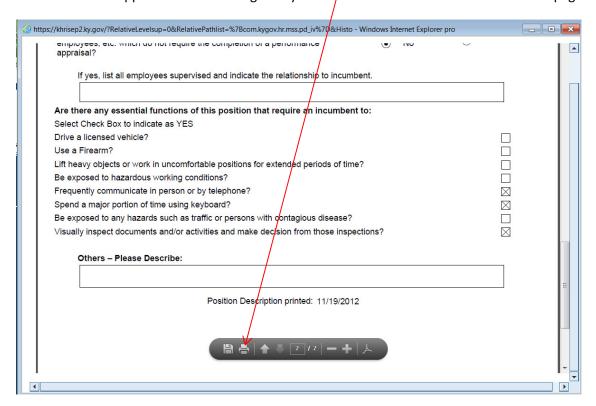
- 1. Log into MSS.
- 2. Choose 'Employee Information' from the left menu items.
- 3. Choose an employee from the list in the 'Employee Search' section by double clicking on the employee name.



4. To view the PD, locate the 'Position Descriptions' section then click on 'View/Print'.



5. When the Position Description pdf document opens, it can be printed by clicking on the printer icon that appears when hovering with your mouse at the bottom of the document page.



Note: The position number appears at the top of the pdf document.

